

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	County Counsel	CLASSIFICATION:	013
SUPERVISOR:	County Counsel	SALARY RANGE:	24
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Provide advanced secretarial, administrative and legal support to the County Counsel's office, working with highly sensitive and confidential information. Perform basic legal and real property title research. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Perform administrative support duties for the department including setting hearings, scheduling meetings and appointments and notifying participants, including conflicts of time and place, making travel/lodging/conference reservations, answering phones, routing calls, receiving visitors and taking messages. Maintain files, organize records and prepare reports as necessary. Prepare correspondence, spreadsheets, reports and other documents.

Assist attorneys in completing projects as needed. Perform research of Commissioners Journal and other historical documents.

Act as law librarian, keeping and monitoring legal volumes and ensuring volumes are current.

Assist in preparation and monitoring of department budget. Gather relevant information and compile reports for annual budget meetings. Prepare claims for invoice payments. Maintain employee time records and process monthly payroll sheets. Review the Daily Mail.

Prepare, for review by Counsel, draft form legal documents, including but not limited to pleadings, contracts, intergovernmental agreements, Board orders, resolutions and ordinances, in an accurate, timely and efficient manner, based on input from legal staff. File documents appropriately with the courts and distribute to appropriate parties.

Process tort claims, including sending notices to the insurance carriers and working with affected departments to secure needed documents and all relevant information. Act as liaison with claims representative and outside counsel. Provide litigation support, including coordination of responses to discovery requests.

Maintain County code files to ensure most up to date versions are available to County staff and the public. Post appropriate documents on the County's website.

Develop and recommend policies, procedures and office standards and practices for more efficient departmental operations.

Answer questions regarding departmental policies or procedures. Assist public in completing forms, applications and by supplying correct information in response to inquiries. Assist public in completing a variety of forms and applications.

Prepare Board agendas and attend Board meetings as needed in the absence of Board support staff.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position.

SUPERVISION RECEIVED: Work under the general supervision of the County Counsel who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to an Associate's degree in a related field, preferably legal. At least four years of responsible legal secretarial work which must include some prior experience working in a legal office. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of legal office practices and procedures, terminology and principles, court proceedings and related documents. Working knowledge of modern office management and bookkeeping. Strong familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to communicate effectively both verbally and in writing and to prepare clear and concise reports. Ability to work with and in complex data and situations while maintaining a high level of accuracy. Ability to make arithmetical calculations rapidly and accurately. Ability to perform complex tasks requiring independent judgment with minimal supervision. Ability to appropriately interpret statutes, rules, codes and ordinances. Ability to maintain the confidentiality concerning issues encountered. Ability to remain calm, provide effective customer service and use good judgement during confrontational or high-pressure situations. Ability to maintain harmonious and effective working relationships with and coordinate and cooperate with fellow employees, supervisors, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.